**Instructor Information:**

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**Course Information:**

**Course Title:** Practicum  
**Course Number:** ELED 5315  
**Semester:** Fall 2014  
**Course Location and Time:** Off-Campus  
**Course Website:** [http://elearn.uta.edu](http://elearn.uta.edu)

**Catalog Description**

**ELED 5315. Practicum.** Full-day, Monday – Friday, supervised and directed practice in university-approved classrooms for students in EC-6 classrooms. Students will have at least two placements: one in PK-2 and one in grade 3-6. Student teaching must immediately follow the Field-based experiences semester. Student teaching assumes that students will follow the school district’s calendar, and report to the classroom all day and each day of the semester. Prerequisite: All other ELED, LIST, and BEEP courses must be completed before beginning student teaching.

**Required Materials:**

TK-20 ([http://www.uta.edu/coehp/tk20](http://www.uta.edu/coehp/tk20))

- Working full-time, daily in an elementary classroom as per the school district schedule of work during the duration of the Practicum experience.
- Performing a Data-Driven Project and posting the written product into TK20.
- Writing weekly reports of activities and reflection of the week’s work in concert with Cooperating Teacher.
- Submitting 3 satisfactory, formal lesson plans in the EC-6 Program format.
- Conform to and abide by the Texas Educator Code of Ethics and District and school policies.
- Model correct English grammar, spelling, punctuation, and syntax verbally and in writing throughout the Practicum in all matters pertaining to the Practicum.
- Submitting all required forms and paperwork.

**NEED TO KNOW:**
Graduate Field Experience Handbook via

**NOTE:** The policies and information herein accurate. Dates will be different. There has been difficulty getting items added or changed to this webpage. As the current semester’s handbook becomes accessible, Dr. Melton will update this.

**Learning Outcomes:**
As a student teacher, you will be given the opportunity to:

1. Implement educational theories and practices in a realistic setting;
2. Practice various teaching and management strategies and methods;
3. Observe the behavior and learning styles of students in a world of diverse cultures and expectations;
4. Develop high levels of teaching competence through guided teaching experience;
5. Create and use effective lesson plans for instruction;
6. Effectively use technology for instruction and communication;
7. Become familiar with the total public school organization and programs;
8. Establish professional relationships with fellow teachers, students, administrators and parents;
9. Engage in self-evaluation and professional goal-setting.

**University Mission:**

The mission of The University of Texas at Arlington is to pursue knowledge, truth and excellence in a student-centered academic community characterized by shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility. The University is committed to lifelong learning through its academic and continuing education programs, to discovering new knowledge through research and to enhancing its position as a comprehensive educational institution with bachelor’s, master’s, doctoral and non-degree continuing education programs.

**College Mission:**

The mission of the UTA College of Education and Health Professions is to develop and deliver educational programs that ensure the highest levels of teacher, administrator, and allied health science practitioner preparation and performance. As a recognized contributor to the fields of education and allied health science, the College engages in effective teaching, quality research, and meaningful service. The College is committed to diversity and to the advancement of active teaching and learning in all educational environments and at all levels.

**Core Values:**

- Effective teaching
- Active learning
- Quality research
- Meaningful service

**Conceptual Framework:**

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The work of the College of Education and Health Professions is grounded in constructivism as a theory of teaching and learning and is done in a spirit of expectation that all involved in the College of Education and Health Professions, whether candidate, faculty or administrator, will hold the following as important: Excellence, Student-Centered Environments, Research, Collaboration, Diversity, Technology, Field Experiences and Life-Long Learning.

Partners for the Future serves as the theme of the College of Education and Health Professions and epitomizes the understanding that it takes a village of partners to insure the future of education for all.

**State Guidelines, Competencies and Professional Organizations:**

- Texas Essential Knowledge and Skills (TEKS) - [http://www.tea.state.tx.us/index2.aspx?id=6148](http://www.tea.state.tx.us/index2.aspx?id=6148)

**University Policies:**

**Drop Policy:**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisors to drop a class or withdraw. Undeclared students must see an advisor in the University advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping or withdrawing. For more information, contact the Office of Financial Aid and Scholarships ([http://wweb.uta.uta.edu/aao/fao/](http://wweb.uta.uta.edu/aao/fao/)).

**Incomplete Work:**

- In the case of incomplete work, a grade of “I” can be awarded **only** in the event of serious circumstances that prevent completing all work.

**Medical Reimbursement:**

- University students will be responsible for their own transportation, meals, and health care while participating in the field-based program.
- University students bear the burden of any expenses incurred in conjunction with injuries that may occur during field based classes/components, internship, and residency.
- The University will not reimburse the student for any expenses related to injuries or illness.

**Americans with Disabilities Act:**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the **Americans with Disabilities Act (ADA)**. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the
Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

E-Culture Policy:
The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills and graduation may be sent to students through email.

All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account and it remains active as long as a student is enrolled at UT-Arlington. UTA email will be considered the official means of communication between the university and students, effective August 22, 2005. Utilize your UTA email for all communications.

UTA Writing Center:
• Professionally trained tutors offer help with writing projects at any stage of the process at no cost to UTA students.
• You can submit a rough draft via email and request feedback from a tutor at the On-Line Writing Lab. (http://www.uta.edu/owl/).

Student Support Services:
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting www.uta.edu/resources.

Commitment to Diversity:
• In our commitment to furthering of knowledge and fulfilling our educational mission, the College of Education and Health Professions at UTA seeks a campus climate that welcomes, celebrates, and promotes respect for the entire variety of human experience.
• In our commitment to diversity, we welcome people from all backgrounds.
• We seek to include knowledge and values from many cultures in the curriculum.
• Dimensions of diversity shall include, but are not limited to the following: race, ethnicity, religious belief, sexual orientation, sex/gender, disability, economic status, cultural orientation, national origin and age.

Electronic Communication Policy:
• UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php

• For questions related to the course requirements, assignments, or exams post your questions on the course Q & A Discussion Board on Blackboard.

• For questions related to grades or other questions that are personal in nature, please use the email function within Blackboard. This will come directly to my UTA email account.

• During the week you will receive a response within 24 hours from your instructor. On the weekends, expect to wait 48 hours for a response.

• All official course information and announcements will be posted on the announcement page in Blackboard.

• For questions related to using Blackboard, review the tutorial, look on the Student Resources Page or email the Help Desk at helpdesk@uta.edu.

Student Feedback Survey:
At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

College of Education and Health Professions Policies:

TK-20:
The College of Education and Health Professions has adopted Tk20, a comprehensive data management system that will provide us with powerful tools to manage our growth and streamline our processes to enable us to meet your needs more efficiently and effectively. The set of tools that is required as a course text is called TK20 HigherEd. The following is a partial listing of what the Tk20 system will enable you to do:

○ Create your course and performance artifacts online, which you will be able to access and use beyond graduation. This will be a great benefit to you as you seek to advance in your education career and build your career portfolio over time.

○ Submit forms online, including applications for student teaching and other clinical practice required for teacher or administrator certification, and receive timely notification of placement details sent directly to your Tk20 account.

○ Create multimedia portfolios for documenting your work for presentation to faculty and prospective employers that can be exported to CDs or other media.

○ Monitor your progress throughout the program and have access to a fully documented record of your program performance, including field experience, practicum, internship, or clinical practice. This is particularly important, given increased use of performance interviews by employers.

On-line tutorials and training materials have been organized to orient you to the Tk20 system and its use. Information will be available at the following website: http://www.uta.edu/coehp/tk20
We appreciate your hard work and dedication toward completing your education in the College of Education and Health Professions at the University of Texas at Arlington!

**Academic Integrity:**

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. “Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.” (Regents’ Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2., Subdivision 3.22).

- The following statement (between the part between the *****’s) is to be signed and submitted by Week 3 of the semester into the appropriate space in Blackboard to receive credit in EDUC 5315. An actual signature must appear where it states “signature”. Please put your full name and class meeting day and time on the top in the space provided.

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******************************************************************
Printed Name ____________________ ____________________________
 Practicum ____________

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources (including the Texas Essential Knowledge and Skills). I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

____________________________________________________________
Signature Date
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**Course Assignments:**

--**Student Teacher Statement of Intent:**
Candidate will submit the signed form via Blackboard.

--**College of Education and Health Professions Media Release Form:**
Candidate will submit the signed form via Blackboard.

--**Teaching Schedule Form:**
Candidate will submit a completed Teaching Schedule for each week of each placement (See sample in Handbook).

--**Texas Educator Code of Ethics Form:**
Located in Bb and must be downloaded, signed, scanned, and uploaded into Bb.

--**Weekly Report and Reflection:**
Candidates are required to meet weekly with their Cooperating Teachers to complete the Weekly Report and Reflection during both the Field Experience and Student Teaching semesters. Candidates will submit this form to their UTA Supervisor via [https://www.uta.edu/coehp/academics/advising/resident-weekly-report.php](https://www.uta.edu/coehp/academics/advising/resident-weekly-report.php) before midnight on Friday of each week (as per the Handbook). **NOTE: You should be meeting WITH your CT when filling this form out. If this is the case, then you should not be submitting it too long after school is out on
• **Data Driven Instruction Project:**
Candidates will choose a content area, collect data, analyze the data, design a data-driven instructional plan consisting of five lessons to address the needs of the students as revealed in the data, implement the instructional plan, evaluate the students’ progress, and determine the next instructional goal for the students based on the results.

**Instructions:**

• **Step 1 - Data Collection** – determine which pieces of data you will need to make a good instructional decision about your students.

• **Step 2 - Data Reflection** – analyze the data from the assessment to determine the needs of each student.

• **Step 3 - Data-Driven Instructional Design** - plan a series of five lessons based on the data you have for each student. This requires instructional differentiation to meet the needs of all learners in your classroom.

• **Step 4 - Data Collection** – assess the students to determine if the Instructional Design was effective.

• **Step 5** – Data Reflection – analyze the results of the assessment and determine the next instructional goal for the students.

• **Step 6** - Develop a paper in which you describe your project. In it you will present the following:
  • A description of your data collection procedures including why you chose this assessment and its validity and reliability.
  • The results of the assessment. Include conclusions about the needs of each student.
  • Descriptions of the instructional strategies you developed in your five lesson plans to address the student needs.
  • Reflect on the lessons’ implementation. Do you feel the lessons were effective?
  • Evidence of student learning – Did the students meet your instructional objectives? Describe and include evidence of student learning
  • Based on the results of your lesson, what are the next instructional goals for each of your students.

*This final write-up MUST be uploaded to TK-20.*

**Grade Calculation:**

Grades are assigned on a Pass/Fail basis. In order to earn a “Pass” for this course, students must:

- keep deadlines, follow UTA EC-6 Program policies, follow all policies of the District and the school
- follow the State of Texas Educator Code of Conduct, exhibit professionalism her/his behavior with others
- demonstrate the skill of speaking and writing in correct English as required by an educator in Texas
- demonstrate the ability to plan for instruction and implement that instruction effectively – One long, formal lesson plan is due 48 hours in advance of each formal observation by UTA Field Supervisor. This totals 3 plans during the semester that are directly correlated to the lessons observed by the UTA Field Supervisor.
- demonstrate an attitude of willingness to accept constructive criticism and make appropriate adjustments, etc.
- Successful completion of three observations by UTA Field Supervisor, 1(at minimum) observation form and conference with first placement CT, and 1 (at minimum) observation form and conference with second placement CT.
- Attendance at the September 5 2014 “All COE” meeting.
- **Submit all required forms in Blackboard and on Tk-20.**
<table>
<thead>
<tr>
<th>Week</th>
<th>Teaching Responsibilities (These are cumulative)</th>
<th>Assignment Due (All assignments due before Friday midnight)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLACEMENT 1</strong></td>
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</table>
| Week 1 – (Week of Aug. 25) | • Assist Cooperating Teacher  
• Observe classroom routines | • Ethics Statement signed and uploaded into Bb.  
• Week 1 Report and Reflection  
• Student Teacher Statement of Intent  
• Cooperating Teacher Credo – Placement 1  
• Teaching Schedule placement 1 due to Dr. Melton’s e-mail and in Bb  
• Week 1 Report and Reflection (See link below) https://www.uta.edu/coehp/academics/advising/resident-weekly-report.php |
| Week 2 – (Sept. 1)   | • Help with transitions                         | • Week 2 Report and Reflection                               |
| Week 3 – (Sept. 8)   | • Begin teaching 25% of day                      | • Week 3 Report and Reflection                               |
| Week 4 – (Sept. 15)  | • Begin teaching 50% of day                      | • Week 4 Report and Reflection                               |
| Week 5 – (Sept. 22)  | • Begin teaching 100% of day                     | • Week 5 Report and Reflection                               |
| Week 6 – (Sept. 29)  | • Begin teaching 100% of day                     | • Week 6 Report and Reflection                               |
| **PLACEMENT 2**      |                                                 |                                                             |
| Week 7 – (Oct. 6)    | • Assist Cooperating Teacher  
• Observe classroom routines | • Week 7 Report and Reflection  
• Discuss Data-Driven Project with CT |
| Week 8 – (Oct. 13)   | • Help with transitions                         | • Week 8 Report and Reflection                               |
| Week 9 – (Oct. 20)   | • Begin teaching 25% of day                      | • Week 9 Report and Reflection                               |
| Week 10 – (Oct. 27)  | • Give back teaching to 50% of day              | • Week 10 Report and Reflection                             |
| Week 11 – (Nov. 3)   | • Begin teaching 100% of day                     | • Week 11 Report and Reflection                              |
| Week 12 – (Nov. 10)  | • Begin teaching 100% of day                     | • Week 12 Report and Reflection                              |
| Week 13 – (Nov. 17)  | | **Data Project Step 6 Due = on Blackboard AND TK20!!!** |

** If your Data-Driven Project is not uploaded into TK20, you will not receive a “Pass” for this course. Also, you MUST have all forms, benchmarks, and observations completed.